

## **Preparing for the Project Management Professional (PMP) Exam**

### **Course Benefits:**

The Project Management Institute's PMP credential is recognized as the universal standard of the profession. Many organizations now require their project management professionals to be PMP-certified. Achieving this certification requires passing the rigorous PMP exam.

In this course, you gain knowledge and skills to help you prepare for the PMP exam. Through practice exercises and test questions, you learn essential PMBOK (Third Edition) terminology, tools and techniques. You create a personal preparation strategy and study plan for ultimate exam success.

**Course Duration:** 6– 4.5 hours sessions (small group standard)

### **Course Content:**

#### Introduction

- The Project Management Institute (PMI)
- The PMP Certification Process

#### PMP Exam Self-Assessment

- Education and Experience Requirements
- The Application Process
- Exam Fees
- Cancellations/Rescheduling
- Extensions
- Refunds
- PMI Audit Process
- Pre-Test

#### PM Introduction

- Knowledge areas and process groups of the PMBOK
- Characteristics of a project life cycle
- Essential project Management skills

#### Deciphering the PMBOK structure

- Project Framework
- Project Initiating
- Project Planning
- Project Controlling
- Project Executing
- Project Closing
- Professional Responsibility
- Profiling each knowledge area
- Mapping the interrelationships of knowledge areas to process groups

#### Project Management Framework

- Define project management
- PM Knowledge Areas and Processes
- Difference between Core Processes and Facilitating Processes
- Project Initiation
  - Purpose of the Project Charter
  - Value of Project-Selection Methods
  - The relationship to planning activities
- Project Planning – Core Processes
  - Core Planning Process
  - Key analysis of the Core planning process
  - Work Breakdown Structure
  - The process of building a project plan
  - Key cost estimating factors
- Project Planning – Facilitating Processes
  - Differences between the Core and Facilitating planning process
  - Impact of the Facilitating processes on the core processes
  - Relationship among quality, risk and procurement, and HR Management
  - Purpose and key elements of each supplemental Project Plan
- Project Management Executing Processes
  - Project Plan Execution
  - Quality Assurance
  - Team Development
  - Information Distribution
  - Project Procurement Management
  - Source Selection
  - Contract Administration
- Project Control
  - Project control defined
  - Factors that cause change
  - Performance Reporting
  - Feedback Loop
  - Corrective action
  - Scope control and the WBS
  - Earned Value Management
  - Quality Control
  - Risk Monitoring and Risk Control
- Professional Responsibility
  - Professional responsibility and the code of professional conduct
  - Conflict of interest
  - Acting in a Professional Manner
  - Knowledge of the Project and Processes
  - Cultural differences in a global economy
- The PMP Exam
  - What is the PMP Exam Like?
  - Study and Exam-taking Strategies

Planning for the Exam

Preparing for test day

Personalizing your study plan

### Course Materials

Preparing for PMP Prep (3<sup>rd</sup> Edition),

Michael W. Newell, PMP

PMBOK Guide by PMI (3<sup>rd</sup> Edition) CD-Rom

Training Aids: Flash Cards, Sample Question CD and Student  
Workbook